# Job Description

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| **Job title:** | Production Co-ordinator | | |
| **Location:** | Based at The Kerith Centre in Bracknell, but required to travel to other sites when needed. | | |
| **Hours of work:** | **14hrs / 2 days a week** | | |
| **Department:** | Production | | |
| **Reporting to:** | **Production Manager** | | |
| **Salary Band:** | **Support** | **Salary:** | **£8,328 (£20,821 FTE)** |

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| **Job purpose** |
| To play a key part in the Kerith Production team, ensuring the department can support Sundays and Church conferences.  Involvement in the training of production equipment, working to a high standard to ensure it can be safely and effectively operated by the volunteer team. |
| **Main duties** |
| * Ensure Production volunteer teams are trained and equipped across all sites to run Sunday meetings. * Working with volunteer production leads to ensure the production teams needs across the sites are met. * Organise training for Production teams when needed. * Prepare resources for the Sunday meetings and courses across the multiple sites. * Adapt graphics made by the Comms team for use in Sunday meetings. * Play a key role in the production preparation for large events and conferences. * Liaise with event organisers to provide appropriate support for external events and weddings/funerals. * Organising production filming calendar and managing filming personal and studio space. |

# Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A good general level of education * Driving License and access to a car |  |
| **Experience** |  | * As part of a Church production team * Working within a team and also on solo projects * Managing your own day to day schedule and workload * Leading production teams during events/conferences |
| **Knowledge** | * Basic understanding of audio, video and lighting   equipment | * Basic understanding of filming process |
| **Skills** | * Organised – able to create and manage processes without line manager assistance * Able to work independently * Able to problem solve issues * Able to contribute to creative meetings around future projects. * Competent in Microsoft Office, Pro Presenter, Canva and Planning Center * Confident with teaching and training others | * Ability to network outside Kerith with other production contacts * Competent in basic video, graphics and audio editing |
| **Attitude** | * Passionate about production, people focused and a heart for God * A positive outlook on potential problems- an ‘issue-fixer’ rather than a ‘problem creator’ * Eager to learn and develop new skills * Seeing others as people God loves and not tools to get a job done * Be able to work flexible hours including evenings and weekends * Care about production in a church environment |  |